

Code of Conduct and Ethics for Suppliers and Partners

My Eco Best Friend is committed to acting honestly and ethically. We expect the same of our suppliers and partners (together referred to as “suppliers” for ease of reading).

The My Eco Best Friend Code of Conduct and Ethics establishes principles of appropriate behaviour and ethical conduct for My Eco Best Friend employees. This Code of Conduct and Ethics sets similar standards for our suppliers.

References in this Code to “My Eco Best Friend” include My Eco Best Friend Sàrl. There are no subsidiaries. This Code applies to all suppliers of goods or services, or any person otherwise engaged in a business relationship with any My Eco Best Friend entity, and to their clients, their employees, agents, and contractors supplying goods to or performing services for My Eco Best Friend or its clients (i.e., website users). It is the supplier’s responsibility to disseminate, educate and exercise diligence in verifying compliance with the principles of this Code by its employees, agents, and sub tier suppliers.

Assets and Information

Suppliers should protect My Eco Best Friend’s assets and information. Suppliers who have been given access to My Eco Best Friend’s assets, whether tangible or intangible, should use them only within the scope of the permission granted by My Eco Best Friend and for the purposes of the engagement with My Eco Best Friend and its clients. Suppliers who have been given access to My Eco Best Friend’s confidential information should not share this information with anyone unless authorized to do so by My Eco Best Friend. If a supplier believes it has been given access to My Eco Best Friend’s confidential information in error, the supplier should immediately notify its contact at My Eco Best Friend and refrain from further distribution of the information. Suppliers should not share with anyone at My Eco Best Friend information related to any other person or organization if the supplier is under a contractual or legal obligation not to share the information.

Bribery and Corruption

My Eco Best Friend has a zero-tolerance policy for making or accepting bribes or kickbacks. In connection with any transaction as a supplier to My Eco Best Friend, or that otherwise involves My Eco Best Friend, suppliers must not transfer anything of value, directly or indirectly, to anyone, including government officials, employees of government-controlled entities, or employees of My Eco Best Friend or any other organization, in order to obtain any improper benefit or advantage. Suppliers acting on behalf of My Eco Best Friend must comply with all applicable local laws dealing with bribery. Suppliers must keep a written accounting of all payments (including any gifts, meals, entertainment or anything else of value) made on behalf of My Eco Best Friend, or out of funds provided by My Eco Best Friend. Suppliers must furnish a copy of this accounting to My Eco Best Friend upon request.

Gifts, Meals, Entertainment, and Other Business Courtesies

My Eco Best Friend employees may exchange gifts, meals, entertainment, and other business courtesies with suppliers only if they are reasonable, infrequent, and modest in amount, as well as consistent with local law, custom, and practice. In some instances, My Eco Best Friend employees may be subject to monetary limitations on the value of such business courtesies that may be given or received. In all cases, My Eco Best Friend employees must never offer or accept such courtesies under circumstances where they could affect, or appear to affect, decision making. And they must never give or receive cash. We expect our suppliers to respect these restrictions.

Conflicts of Interest

My Eco Best Friend employees should act in the best interest of My Eco Best Friend when conducting My Eco Best Friend business. They should have no relationship, financial, or otherwise, with any supplier that might conflict, or appear to conflict, with their obligation to act in the best interest of My Eco Best Friend. Suppliers should have no financial relationship with any My Eco Best Friend employee with whom the supplier may interact as part of their engagement with My Eco Best Friend. Suppliers should take care that any personal relationship with a My Eco Best Friend employee is not used to influence the My Eco Best Friend employee's business judgment. If a supplier has a family or other relationship with a My Eco Best Friend employee that might represent a conflict of interest, the supplier should disclose this fact to My Eco Best Friend or ensure that the My Eco Best Friend employee does so.

Obligations of providing trustable information

Suppliers who are registered on My Eco Best Friend platform and adding information about their company, sales terms & conditions as well as any information on their products & services (deliver & returns conditions, eco-labels, eco-ratings, price....) must ensure that the information provided can be trusted & remains up to date so that anyone who will be reviewing them could rely on it. My Eco Best Friend has the right and obligation to remove any supplier from the platform in case any infringement is identified and confirmed.

Speaking Up

Suppliers who believe that a My Eco Best Friend employee, or anyone acting on behalf of My Eco Best Friend, has engaged in illegal or improper conduct, should report the matter to My Eco Best Friend. Suppliers can raise the issue with the employee's manager or contact My Eco Best Friend ethics and compliance personnel at contact@myecobestfriend.com. A supplier's relationship with My Eco Best Friend will not be affected by an honest report of potential misconduct.

Records and Reporting

Suppliers must keep accurate records of all matters related to their business with My Eco Best Friend, including the proper recording of all expenses and payments. If My Eco Best Friend is being charged for a supplier employee's time, time records must be complete and accurate. Suppliers should not delay sending an invoice or otherwise enable the shifting of an expense to a different accounting period.

Application & Compliance

Through the acceptance of any purchase order or agreement making reference to this Code, the supplier commits that all its operations are subject to the provisions contained in this Code. This Code, or the demonstration of its compliance, does not create any third-party beneficiary rights for the supplier. The standards of this Code are in addition to, and not in lieu of, provisions of any legal agreement or contract between suppliers and My Eco Best Friend. My Eco Best Friend reserves the right to randomly review the supplier's policies, procedures or any other document related to adherence to this Code. In some cases, My Eco Best Friend may require an audit of supplier's adherence to this Code.

My Eco Best Friend reserves the right to modify this document as needed, for example, to comply with changes in laws, regulations or My Eco Best Friend practices and procedures.

Full Name

Job Title

Company Name and Address

I hereby agree to the terms and conditions highlighted in this document

Signature